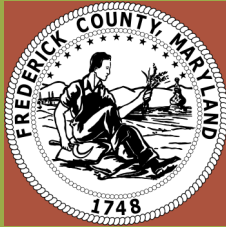


Charter Transition Update



In preparing
for the
transition to a

County Charter form of
Government on December
1, 2014, a Frederick
County Charter
Government Transition
Team has been tasked with
ensuring that the functions
and roles of the executive
and legislative functions
continue to run smoothly,
with no (*or little*)
interruption from the
onset.



The Frederick County Charter Government Transition Team is being lead by the County Manager, and consists of the County Attorney; the division directors of Human Resources, Finance, and the Community Development Division; the Budget Officer, the Administrative Officer and the Legislative Coordinator.

The Charter Transition Team meets bi-weekly to plan for:

- Annotated Code of Maryland Revisions
- Frederick County Code & Public Local Laws Changes
- Frederick County Policies and Procedures Changes
- Frederick County Personnel Changes
- Reporting Authority Updates
- Physical Services Changes (Offices, Parking, etc.)
- Other Issues Identified by the Transition Team and Agencies.

The Team has been meeting since January 15, 2013, and has thus far met with staff from every Frederick County Division and agency.

There will be a two pronged method approach to resolving transition issues needing to be addressed in the County Code and in State Law;

1. A county ordinance to resolve and “clean up” administrative matters by early fall along with identified changes needed in state law;

2. The identified matters that will need to be resolved by the incoming county executive and council.

During the recently completed legislation session, Frederick County Government worked with the Frederick County Delegation and enacted legislation to correct statutory changes for the form of government in state law. These bills were Senate Bill 993 and House Bill 1205.

Additionally, the Transition Team has developed a general template to guide each agency through their review.

TO IDENTIFY ISSUES:

In preparing for the transition to a County Charter form of Government on December 1, 2014, the Transition Team seeks and strives to aid in the County's review of its respective Divisions/ Departments focusing on the following:

- How and for what reasons does each agency interact with the Board of County Commissioners (BOCC) now?
- How would those interactions be with a County Executive (for executive functions) and a County Council (for legislative functions)?
- What is approved through an: Ordinance? Resolution? Regulation?
- When are the changes needed (prior to the transition, first order of business or can it wait)?
- Keeping in mind the goal is not to assess every daily interaction, policy, procedure or

program, as those usually don't require some official action, rather focus initially on the interactions that cause an issue to go through or be decided by the BOCC.

General Assessment

REVIEW OF COUNTY CODE (PART I OF CODE)

- Is there text within the County Code needing change to reflect either the County Executive or County Council...or neither...in place of the "Board of County Commissioners"?
- Does the Charter itself create new or different procedures that would override or make the code provision/procedure not applicable?

REVIEW OF CODE OF PUBLIC LOCAL LAWS (PART II OF CODE)

- Is there text within the County Code needing change to reflect either the County Executive or County Council...or neither...in place of the "Board of County Commissioners"?

- Does the Charter itself create new or different procedures that would override or make the code provision/procedure not applicable?

Review of Policy & Procedures

- Procurements and Bids (likely settled countywide).
- Review of any policies and procedures (P&P) that involve the BOCC.

Miscellaneous

- Staff Reporting Policies (i.e. request for information, special assignments, etc...).

Municipal Matters

The Charter Transition Team has already identified that two municipalities here in Frederick County have issues that will be addressed in relationship to

references to the Board of County Commissioners in Animal Control matters (City of Frederick and Thurmont).

The Charter Transition Team has requested that each municipality have their staff and attorneys review their mechanisms and identify any changes that may be needed either in their municipal charter and code or even with the Maryland General Assembly.



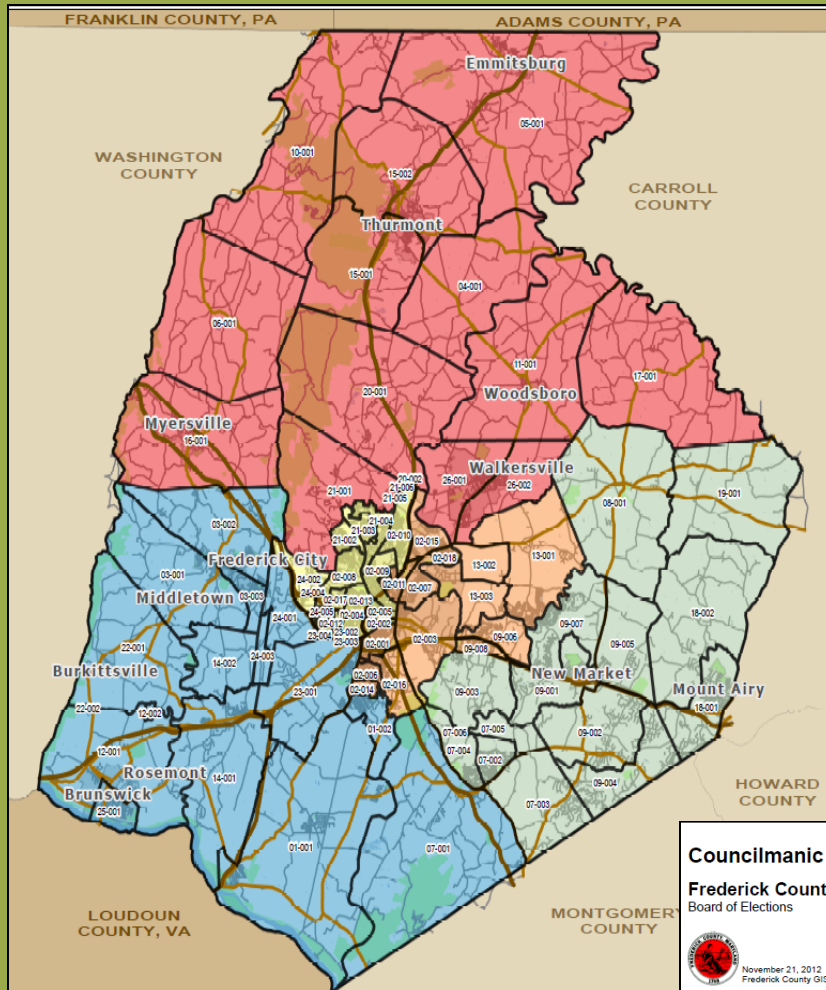
www.FrederickCountyMD.gov/Charter

www.FrederickCountyMD.gov/Election

Councilmanic Districts

Frederick County, Maryland

Board of Elections



0 2.5 5 10
Miles

Projection: NAD 1983 State Plane Maryland FIPS 1900 Feet
While efforts have been made to ensure the accuracy of this map, Frederick County accepts no liability or responsibility for errors, omissions, or positional inaccuracies in the content of this map. Reliance on this map is at the risk of the user. This map is for illustration purposes only and should not be used for surveying, engineering, or site-specific analysis.

Councilmanic Districts

Frederick County, Maryland

Board of Elections

- November 21, 2012
Frederick County GIS
- Legend**
- 2012 Election Precincts
 - Councilmanic District 1
 - Councilmanic District 2
 - Councilmanic District 3
 - Councilmanic District 4
 - Councilmanic District 5
 - Municipalities
 - Interstate/Highway
 - State Route
 - Roads
 - Rivers and Lakes
 - Parks